



## M.O.E. Policy Manual

POLICY TITLE	PREPARATION OF POLICY PROPOSALS TO CENTRAL AGENCIES	NO. 16-02-01
<u>Legislative Authority</u>  N/A		
<u>Statement of Principles</u>  The detailed proposal should, wherever appropriate, contain the following information: <ol style="list-style-type: none"><li>1. <u>Statement Of Problem</u> A concise statement of the problem or issue and degree of urgency;</li><li>2. <u>Background Information</u> Relevant background information including reference to established policies in Ontario and other jurisdictions and answers to such questions as: Why is government action necessary? Who is affected? Who is protected, from whom?</li><li>3. <u>Options</u> Optional courses of action with pros and cons; in submissions involving several issues it may be preferable, depending on the nature of the material, to deal with one issue at a time, from the statement of the problem through to and including the recommendations.</li></ol>		
Rev. 2 - August 16, 1982		
<u>Point of Contact</u> Director, Policy and Planning Branch		
<u>Effective Date</u> June 19, 1980		

4. Priority Of Proposal

The priority assigned to the proposal.

5. Views Of Management Board

Comments of the Management Board Secretariat or the decision of Management Board; implications for other Ministries and/or agencies, with a clear indication that all necessary liaison has occurred. Special attention should be given to the broad responsibilities of the Ministry of Treasury and Economics and the Ministry of Intergovernmental Affairs.

6. Legislative Implications

Proposals should indicate existing acts or regulations affected or state whether new legislation will be required. Indicate whether the submission improves the regulatory process.

7. Economic Impact Evaluation

An economic impact evaluation which should indicate the effects of the new policy under the following headings:

7.1 Private Sector

Effects on the private sector

- (a) job creation/job loss;
- (b) effect on investment capital;
- (c) encouragement to the formation of new business;
- (d) duplication of the intent and functions of existing organizations;
- (e) effect on consumer prices;
- (f) reduction of the incentive to work; and
- (g) the cost of compliance.

7.2 Public Sector

Effects on the public sector

- (a) effect on the government work force - man years and costs involved

(b) expenditure increases - effect on the Ministry's resource base.

If there is no economic impact, a short paragraph should give reason for this position.

8. Communications Plan

A communications plan which should indicate the preferred date, method and place of public announcement. It should also state how different segments of the public are expected to react to the proposal and should summarize the scope, costs and scheduling of planned communication support such as publications, advertising, films, etc., which are intended to promote public understanding. Communications plans should be reviewed with the Communications Branch.

9. Role Of Policy and Planning Branch

Policy Proposals for submission to central agencies should be coordinated through the Policy and Planning Branch. In addition to the policy analysis role, this Branch will also assist with the preparation of the economic impact evaluation.